

PAYROLL DEDUCTION AUTHORIZATION FORM (IF APPLICABLE)

This form was established to ensure that contractors are in compliance with the Copeland Act (Anti-Kickback Act).

- Employee must give authorization to the employer to deduct designated funds from their pay and state the frequency of the deduction.
- The payroll deduction authorization forms are required to be submitted for any deduction other than taxes and court ordered child support.
- There should be an original form submitted for each project.
- Categories include:
 - Loans
 - Retirement
 - Advance on Wages
 - Savings
 - Savings Bonds
 - Uniforms
 - Credit Union
 - Profit Sharing
 - Donations to Agencies
 - Insurance Premiums
 - Union Dues



CITY OF HOUSTON
Affirmative Action and
Contract Compliance Division
Payroll Deduction Authorization

This is authorization for _____
Name of your contractor

to deduct from my paycheck \$ _____

Payment Of	Deduction Amount	One Time Only	Weekly	Bi-weekly	Monthly
Loans					
Retirement					
Advance on Wages					
Savings					
Savings Bonds					
Uniforms					
Credit Union					
Profit Sharing					
Donations of Agencies					
Insurance Premiums					
Union Dues					

Employee's Signature

Effective Date

Print or type name: _____

Project name or number: _____
